



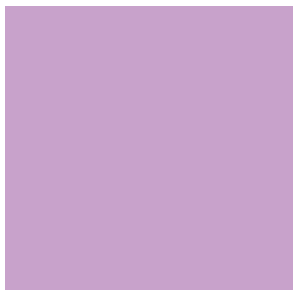
TEACHERS
REGISTRATION
BOARD TASMANIA

Applying for teacher registration

University of Tasmania Recent Graduate



A guide to
the process



Applying for Teacher Registration

You cannot legally be employed to teach in Tasmania until you receive formal notification from the Board that your registration has been approved.

Is this the right guide for you?

If you hold current teacher registration in another Australian state or territory (not NSW) or in New Zealand use the guide: [Applying for teacher registration under mutual recognition provisions](#).

If you hold international qualifications (and do not hold current teacher registration as above) your qualifications must be [formally assessed](#) prior to applying for teacher registration.

About your payment for teacher registration

In Tasmania **registration payments are for a calendar year**, regardless of when in that calendar year the application is made.

For example: if you pay for one year's teacher registration which commences in 2017 that registration will expire on the 31st December 2017, whether you applied in February or October.

So please take care when deciding which year you want your registration to commence. From the 1st September, each year, you will have the option to select for your registration to commence this year or in the following calendar year. Start year is the first question of the online application for teacher registration.

Registration to Work with Vulnerable People (RWVP)

All applicants will be required to hold [RWVP with the Tasmanian Department of Justice](#) prior to gaining Tasmanian teacher registration. Another state's RWVP (or its equivalent) is not a replacement for a Tasmanian RWVP.

We recommend applicants get their RWVP underway prior to applying for teacher registration as RWVP applications may take up to six weeks to process. Options to meet the RWVP evidence requirements while [living outside of Tasmania](#).

How to apply for Tasmanian Registration

1. Check you meet the criteria for registration:

Read [all the policies](#) relating to registration:

- Applying for Registration Policy
- Full and Provisional Registration and/or the Specialist Vocational Education and Training Registration
- English Language Proficiency Policy
- Records of Convictions Policy
- Fees and Payments Policy

2. Complete the online application process in TRB Online.

- If you are applying for the first time you will need to **Create a Login** to establish an account [on TRB Online](#). If you already have a record with us login and request a [password reset](#) if required.
- Click on **Apply for New Registration** and follow the prompts.

3. Provide to the Board certified copies of documentary evidence.

Use the checklist on page 7 to ensure you provide the required documentary evidence.

4. Receive updates on the progress of your application by email

- When your payment is received and reconciled.
- If you need to provide any additional information to the Board.
- When your documentary evidence is received and processed.

5. How long will my application take?

All applications, including reapplications, can take up to four weeks to finalise, many are finalised at around 10 days. When your application is complete (online application submitted, payment and documentary evidence received in a standard required by the Board) we will assess your qualifications and generate an internal national record of conviction (RoC) request from our CrimTrac Agency.

Approximately 40 % of RoCs are returned in approximately 10 – 21 days. We need to wait until we receive that report back to confirm your character and fitness to teach before final approval can take place, and we cannot gauge how long that might take. Every application is processed as quickly as possible.

6. Notification of Teacher Registration status

If the **Board approves your application** for Tasmanian teacher registration:

- You will be notified by email of this approval
- Your name will go on the [Tasmanian Register of Teachers](#) **
- You can log into your TRB Online account to view/print your certificate** and read about your rights and responsibilities as a Tasmanian teacher.

**view your registration status, category of registration, TRB number, financial and cycle expiry dates.

If the Board **does not approve your application** for Tasmanian registration you will be informed in writing.

Important information on our website

www.trb.tas.gov.au



[Responsibilities of Applicants](#)

[Rights and Responsibilities as a Tasmanian Teacher](#)

[Information for new teachers](#)

[Board Policies](#)

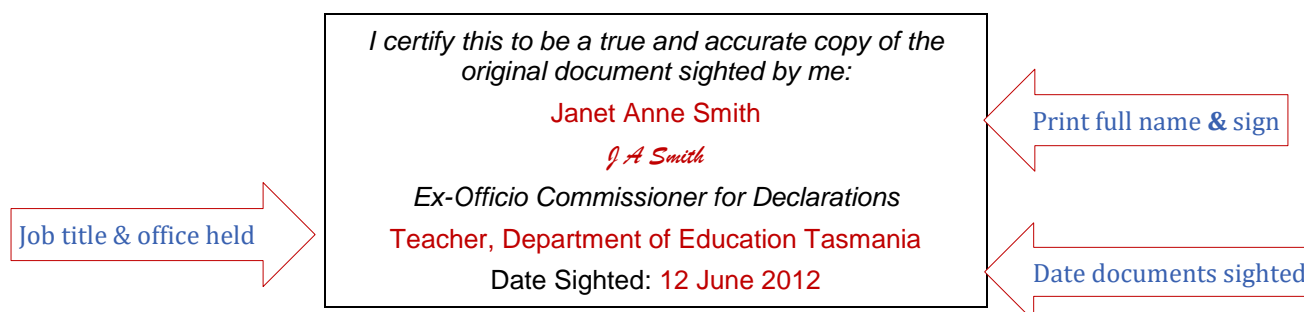
Certifying your documentary evidence correctly

All documentary evidence must be certified correctly to be considered by the Board.

A certified copy is a photocopy of an original document which has been certified by a Justice of the Peace, Commissioner for Declarations or, if overseas, a Notary Public.

Important Guidelines for Certification:

- The person certifying the copy must also sight the original document.
- Certified copies must bear **original signatures**. Faxes, scans or copies of certified copies are not acceptable.
- The certification must be on the actual copy, not on the back of the page and not on another page and attached to the copy.
- The certification must be on the actual copy and not on a sticker (unless the original signature extends beyond the edge of the sticker and onto the copy).
- Certified documents supplied to the TRB as part of an application **will not be returned** to an applicant.
- The TRB will not accept certified copies of electronic/scanned documents or downloads from the internet.
- The **front** of each individual page of the copy is to be marked **exactly** in the example shown below.



I certify this to be a true and accurate copy of the
original document sighted by me:

Janet Anne Smith

J A Smith

Ex-Officio Commissioner for Declarations

Teacher, Department of Education Tasmania

Date Sighted: **12 June 2012**

Annotations:

- Job title & office held (points to "Teacher, Department of Education Tasmania")
- Print full name & sign (points to "Janet Anne Smith" and "J A Smith")
- Date documents sighted (points to "Date Sighted: 12 June 2012")

Who can certify my documents?

In Tasmania, [Commissioners for Declarations](#) include ([all professional groups listed here](#)):

- Full-time teachers at a school or tertiary institution
- Bank officers with 5 years continuous service
- Ministers of religion under the Marriage Act 1961
- Public sector permanent employees with 5 years continuous service
- Police officers
- Members of Parliament, or local government councillors
- TRB Staff

Translations

If any of your documents are in a language other than English, you will need to provide certified copies of the documents in the original language **plus** translations that are prepared and certified as correct by an official translation service or an accredited translator.

Providing the documents to the Board

Post your certified documentary evidence to:

Teachers Registration Board of Tasmania,
GPO Box 539,
Hobart 7001, Tasmania, Australia

Alternatively bring your original documents to our office at [213 Cambridge Road, Warrane](#) and we will make a certified copy for our records.

Requirements for Evidence of Qualification

For all tertiary qualifications the official academic transcript is the document the Board requires as evidence you have graduated from the degree.

We **only** accept the academic transcript as evidence of qualification if:

- It contains all the pages as issued by your higher education institution
- Is certified correctly (follow the instructions on page 5) on the front of each page
- Indicates the date of graduation or conferral under the section “Awards Granted”



Your testamur does not provide sufficient information to determine if your qualification(s) meets the National Program Standards for an initial teacher education program.



If the academic transcript states that you have ...” qualified”...the Board does not recognise this transcript as evidence of graduation.

Courses Completed

Qualified on 04 Dec 2014 for the Bachelor of Education (Primary)



Your academic transcript needs to indicate that you have been “Admitted to” or “Awarded” or “Conferred” the degree.

The UTAS transcript lists Awards Granted. Your qualification must be listed in this section with a conferral date.

Awards Granted

Conferred on 16 Dec 2014 - Bachelor of Education (Primary) with Honours

Additional Details

2014 Successfully completed practicum days = 80



If you are a Master of Teaching graduate we also require a certified copy of the academic transcript of your undergraduate degree. Your undergraduate degree forms the content knowledge (discipline) component of your teaching degree.

If you studied your undergraduate degree with UTAS your record of this study is likely to be included in the academic transcript for your Master of Teaching.

Awards Granted

Conferred on 19 Dec 2009 - Bachelor of Environmental Design

Conferred on 13 Dec 2014 - Master of Teaching

Additional Details

2014 Successfully completed practicum days = 80



Documentary evidence required

As part of your application for teacher registration you must provide **certified copies** of the following:

1. Proof of Identity

If you have had a Student Good Character Determination (SGCD) with the Board (to undertake your professional experience) you have already provided proof of identity evidence. You will only need to provide additional proof of identity evidence if you have had a name change since the time of your SGCD.

If you have changed your name you will need to provide certified copies of documentary evidence of any and **ALL** those names. For example:

- A marriage certificate, or
- A deed poll, or
- A divorce certificate/order (decree absolute), or
- Other name change documentation.

If you are or have been known by a name for which an official name change has not been made, you will need to provide a statutory declaration clearly stating the name by which you are or have been known.

2. Proof of qualifications

You need to provide **certified copies** of all relevant qualifications.

For completed **vocational** qualifications:

- a) Certified copy of the certificate (testamur) AND
- b) Certified copy of the accompanying statement of results

For completed **tertiary** qualifications:

- a) Certified copy of the certificate (testamur) AND
- b) Certified copy of the full academic transcript(s) indicating that the award/degree was conferred/awarded.

For more information see Page 5 and 6.

For **those applicants who completed their teaching degree as a postgraduate**, please ensure you provide evidence of your undergraduate degree as well.

The TRB also accept Australian eQuals (<https://www.myequals.net>). We require either your conferred academic transcript **plus** testamur, **or** your Australian Higher Education Graduate Statement. Email the eQuals direct link to your document(s) and pin to equals@trb.tas.gov.au. We will not accept eQuals that have been downloaded as pdf documents and sent as attachments by email.

Please note:

- Read the information about certifying your hard copy documents on the previous page.
- If you hold any relevant international qualifications, you will need to provide additional evidence to support your application. (See [Assessment of International Qualifications](#).)

3. International Record of Conviction Check

If you have resided overseas or outside of Australia *as an adult for periods of more than one year*, the Board requires a Record of Convictions check (or its equivalent) from the country/countries in which you resided. In this instance you should email the Board to ascertain what documentation is required:

conduct@trb.tas.gov.au.